

1978

# A Comprehensive Career Guidance System for Southeastern Illinois

Richard Dale Murbarger  
*Eastern Illinois University*

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Date

Author

pdm

A COMPREHENSIVE CAREER GUIDANCE SYSTEM

FOR SOUTHEASTERN ILLINOIS  
(TITLE)

BY

Richard Dale Murbarger

**THESIS**

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY  
CHARLESTON, ILLINOIS

1978  
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING  
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

6-28-78

DATE

ADVISER

6-28-78

DATE

DEPARTMENT HEAD

A COMPREHENSIVE CAREER GUIDANCE SYSTEM  
FOR SOUTHEASTERN ILLINOIS

BY

RICHARD DALE MURBARGER

B. S. in Ed., Eastern Illinois University, 1965

M. S. in Ed., Eastern Illinois University, 1973

ABSTRACT OF A FIELD STUDY

Submitted in partial fulfillment of the requirements  
For the degree of Specialist in Education at the Graduate School  
of Eastern Illinois University

CHARLESTON, ILLINOIS  
1978

370634

The Illinois Office of Education, Department of Adult, Vocational and Technical Education, made available on a competitive basis in November of 1977, grant funds for the establishment of nineteen Career Guidance Centers. The twofold mission determined for the centers was to assist public and private educational agencies in the improvement of vocational guidance services for students and to provide specialized guidance services for out-of-school individuals.

The impetus for improving vocational guidance and counseling services, including the "Center" approach and the funds available for grants, emanated from Section 134 of the Amendments to the Vocational Education Act of 1963, Public Law 94-482, which became effective October 1, 1977.

The Department of Adult, Vocational and Technical Education specified that educational service regions, community colleges, and local educational agencies would be eligible applicants to administer a grant for the conduct of a Career Guidance Center.

Samuel T. White, Superintendent of the Clay-Jasper-Richland Educational Service Region, and I reviewed the "Guidelines and Specifications for preparing Grant Applications." Mr. White then directed me, as Assistant Superintendent, to submit a proposal to the Department of Adult, Vocational and Technical Education to establish a Career Guidance Center for our project area.

On December 30, 1977 our office was notified that our grant application to administer a Career Guidance Center had been approved.

The proposal submitted by the Clay-Jasper-Richland Educational Service Region addressed the following eight missions:

1. Assisting public and private educational agencies in the initiation, implementation, and improvement of high qualify vocational guidance and counseling programs and activities.
2. Assisting public and private educational agencies to provide for vocational counseling for children, youth and adults, leading to a greater understanding of educational and vocational options.
3. Assisting public and private educational agencies to provide educational and job placement services, including programs to prepare individuals for professional occupations or occupations requiring a baccalaureate or higher degree, including followup services.
4. Conducting vocational guidance and counseling training designed to acquaint guidance counselors in public and private educational agencies with (1) the changing work patterns of women, (b) ways of effectively overcoming sex stereotyping, and (c) ways of assisting girls and women in selecting careers solely on their occupational needs and interests, and to develop improved career counseling materials which are free.

5. Assisting correctional institutions to provide vocational and educational counseling for youth offenders and adults.
6. Assisting public and private educational agencies to provide vocational guidance and counseling for persons of limited English-speaking ability.
7. Providing services to meet the needs of out-of-school individuals, including individuals seeking second careers, individuals entering the job market late in life, handicapped individuals, individuals from economically depressed communities or areas, and early retirees.
8. Providing leadership for vocational guidance and exploration programs in local public and private educational agencies.

These eight missions were then translated into time specific, quantifiable objectives. Provisions were made to assist public and private educational agencies to implement activities in a manner which would bring individuals with experience in business and industry, the professions, and other occupational pursuits into schools as counselors or advisors for students; and, bring students into the work establishment of business and industry, the professions and other occupational pursuits for the purpose of acquainting students with the nature of the work that is accomplished therein.

## INTRODUCTION

The Illinois Office of Education, Department of Adult, Vocational and Technical Education, made available on a competitive basis in November of 1977, grant funds for the establishment of nineteen Career Guidance Centers. The twofold mission determined for the centers was to assist public and private educational agencies in the improvement of vocational guidance services for students and to provide specialized guidance services for out-of-school individuals.

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A COMPREHENSIVE CAREER GUIDANCE SYSTEM

FOR SOUTHEASTERN ILLINOIS

Prepared by:

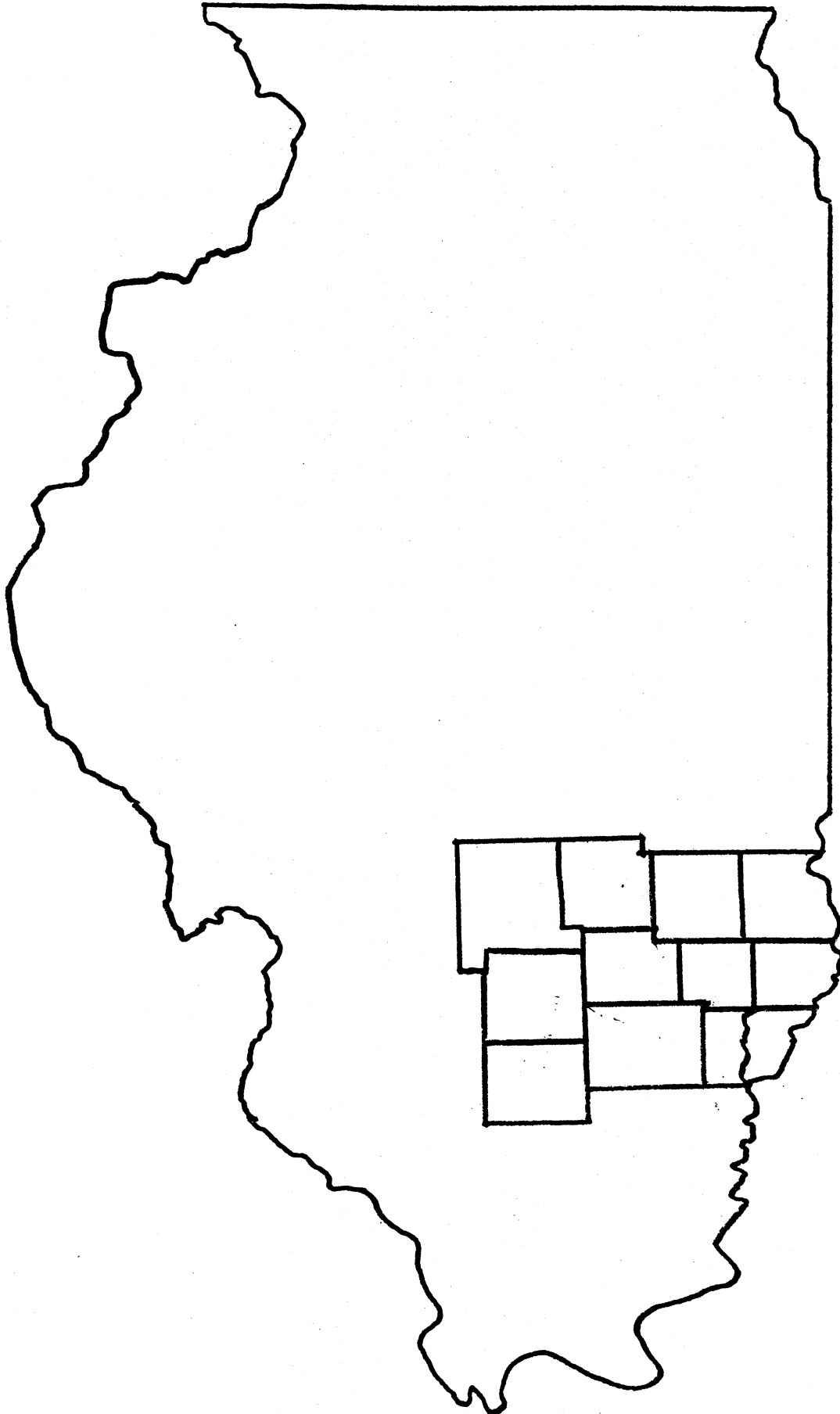
Clay-Jasper-Richland Educational Service Region

for

the counties of:

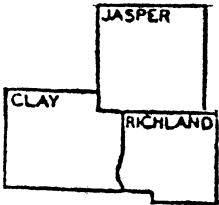
Clay, Crawford, Edwards, Effingham, Fayette,  
Jasper, Jefferson, Lawrence, Marion, Richland, Wabash, Wayne

MAP OF PROPOSED PROJECT AREA 13



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## Clay - Jasper - Richland EDUCATIONAL SERVICE REGION

SAMUEL T. WHITE  
REGIONAL SUPERINTENDENT  
  
DALE MURBARGER  
ASSISTANT SUPERINTENDENT

OFFICES: COURTHOUSE  
LOUISVILLE, ILLINOIS 62858  
665-3373  
NEWTON, ILLINOIS 62448  
783-2523  
OLNEY, ILLINOIS 62450  
392-4631

November 1, 1977

To the Reader:

The Clay-Jasper-Richland Educational Service Region is pleased and happy to have the opportunity to participate in a program to develop and present to the residents of proposed project area 13 an expanded and comprehensive career guidance center.

The letters of support (see Appendix) our office has received within the last three weeks indicate the need for this type of program, and the support for it.

I feel the exemplary components of our project are: our contact and cooperation with the Cumberland Trail Library System, our commitment of support from local C.E.T.A. agencies, our proposed central location, our developing of a base cadre of client contacts, our evidence of support from other Regional Superintendents, and the fact that we have already demonstrated our ability to organize, initiate, implement, and deliver services in a multi-county agency.

Sincerely,

Samuel T. White  
Superintendent  
Clay-Jasper-Richland  
Educational Service Region

mcb

STATE BOARD OF EDUCATION  
ILLINOIS OFFICE OF EDUCATION  
Department of Adult, Vocational and Technical Education  
100 North First Street  
Springfield, Illinois 62777

CHECK APPROPRIATE SECTION:

- ☐ Research and Development  
☐ Special Programs  
☐ Program Approval and Evaluation

FUNDING AGREEMENT

For Vocational and Technical Education Activities, Services and Programs

This funding agreement is between the Department of Adult, Vocational and Technical Education, Illinois Office of Education and the following institution or agency.

INSTITUTION OR AGENCY Clay-Jasper-Richland Educational Ser. Region		SUPERINTENDENT, PRESIDENT OR RESPONSIBLE UNIVERSITY OFFICIAL Samuel T. White, S.E.S.R.	
ADDRESS OF INSTITUTION OR AGENCY Richland County Courthouse, Olney, Illinois 62450		PHONE 618-392-4631	
PROGRAM OR PROJECT TITLE Comprehensive Career Guidance System for Southeastern Illinois			
NAME OF PROJECT DIRECTOR		DATES Starting Date 12-01-77 Ending Date 9-30-78	PHONE 618-392-4631
ADDRESS 114 East Washington Avenue, Flora, Illinois 62839			

REQUEST

REQUESTED ANNUAL BUDGET	\$ 32,250.00	\$ 46,735.00	\$ 78,985.00
	LOCAL	AVTE	TOTAL

Vocational education funds are requested to provide financial support for the vocational/technical education activities as described in this agreement. This project shall meet State of Illinois and Federal legal requirements, where applicable.

Date 7/25/77	Signature of Board Officer (Public Schools and Post Secondary Only)	Title Supt. ESR
Date	Signature of Supt., President or Responsible University Official	Title

TRANSMITTAL

This is to acknowledge the receipt of the proposed funding agreement for vocational and technical education activities, services and programs, and transmittal of same to the Department of Adult, Vocational and Technical Education.

— For University Use Only —

Date	Signature of Liaison Officer (Occupational Educator Coordinator)	University
------	---	------------

— For Community College Use Only —

Date	Signature of Illinois Community College Board Representative	Position
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— For Public School Use Only —

Date	Signature of Regional Superintendent	County
------	--------------------------------------	--------

— APPROVAL —

State and/or Federal vocational education funds are obligated in the amount of \$ \_\_\_\_\_ for items approved in the estimated budget. Adjustments and/or modifications are subject to written approval by both parties of this funding agreement.

Agreement Number

Date

Signature of Assistant Superintendent  
Department of Adult, Vocational and Technical Education

## BACKGROUND AND INTRODUCTION

The need for career guidance services is becoming more and more apparent each day. Many students in today's world will not continue their educational training in four year institutions or other post secondary training. These students need to be aware of the world of work and oriented to the many varying careers in today's world. It should be emphasized to students that they make their own career choices based on their own interest, and not on the pressures of today's society.

The Clay-Jasper-Richland Educational Service Region is pleased and happy to have the opportunity to participate in a program to develop and present to the residents of proposed project area 13 an expanded and comprehensive career guidance center.

At the present time, there is no organization which provides coordinated, advanced vocational guidance or placement service. Because of limited resources, no comprehensive center has developed in the area.

Our contacts with public and private schools, state supported agencies such as D.V.R., Children Family Services, Mental Health, Illinois Employment Service, and C.E.T.A. programs have served to emphasize the need for better coordinated information and services in the area of vocational guidance and job placement.

Recognizing this need, the Clay-Jasper-Richland Educational Service Region has participated in programs to help youngsters and adults to broaden their vocational knowledge. This Educational Service Region has participated in summer work study programs by assisting youngsters in locating employment. This office has also assisted and cooperated in finding placement for cooperative education programs within our region.

This regional office has cooperated throughout its existence with the local C.E.T.A. program by employing one full-time and four part-time C.E.T.A. employees, in addition to assisting in the placement of numerous other individuals in C.E.T.A. programs.

Working with advisory councils is no new experience for this office. We are currently working with a Special Education Advisory Council and a Teacher Advisory Council. These councils work with and study programs and services that are being provided, and they make recommendations of change when they feel a change is needed.

This Educational Service Region has, also, worked with D.A.V.T.E. and other departments within the Illinois Office of Education to provide inservice and workshops to local educational agencies to improve their existing vocational and educational programs.

The Clay-Jasper-Richland Educational Service Region is firmly committed to the need to provide enlarged and more beneficial vocational guidance services. This office will be



totally committed to the success of this project. It is the opinion of this office that our past experience of initiating and organizing a multi-county governmental agency (the Clay-Jasper-Richland Educational Service Region) and developing a system for delivering services from that agency will be an asset to insure the success of a project of this nature.

The afore mentioned background data is provided so that the reader might have some limited knowledge of the extensive background of the Clay-Jasper-Richland Educational Service Region in area related to vocational and career guidance. The following components stand out as exemplary parts of this proposal which should be considered:

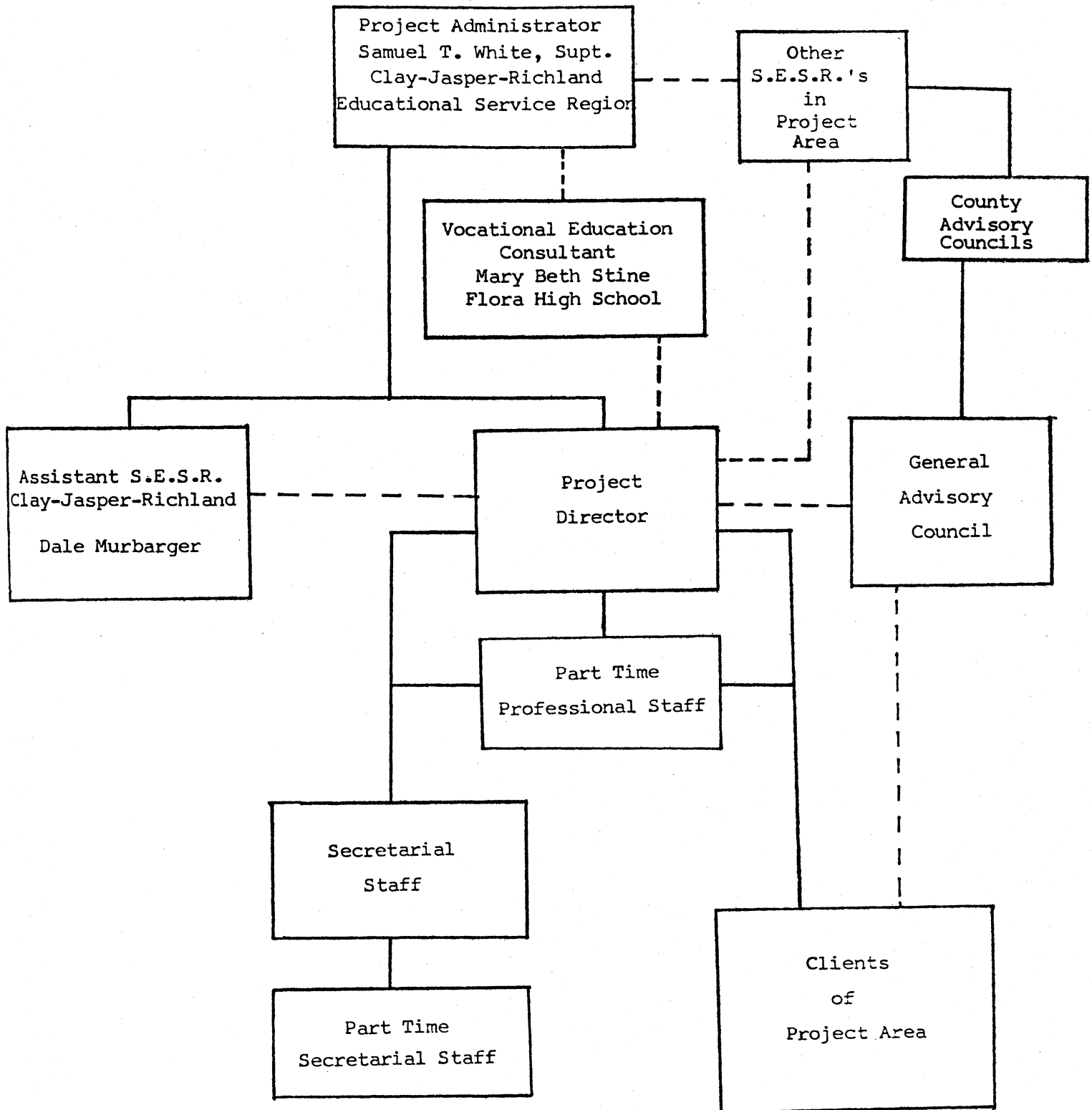
EXEMPLARY COMPONENTS OF THIS PROJECT

1. The Clay-Jasper-Richland Educational Service Region has secured a cooperative relationship with the Cumberland Trail Library System. The spirit of cooperation will greatly benefit the clients within the project area. The Cumberland Trail System currently provides services to all of the counties within the project area. (Appendix 7)
2. The Education Amendments of 1976 strongly suggest the strengthening of relationships between vocational education agencies and C.E.T.A. programs. The Clay-Jasper-Richland Educational Service Region has contacted the local C.E.T.A. agency. (Embarras River Basin Agency) This agency has committed its support for this proposal. (Appendix 2)

3. The location of the Career Guidance Service Center will be in Flora, Illinois. Flora is located most directly in the center of the proposed project area. The Project Director will be within one hour traveling time of any client agency within the project area. Flora is also the central office of the Cumberland Trail Library System. Flora Community Unit #35 has committed its support to this program. (Appendix 1)
4. This office will work to emphasize the elimination of sex stereotyping in all project related activities.
5. A person in each client agency will be identified to form a base cadre of contacts to aid in more adequately organizing the services available to all clients.
6. This office has secured a commitment of cooperation and support from other Regional Superintendents within the project area. (Appendix 8-10)
7. The Clay-Jasper-Richland Educational Service Region has already demonstrated its ability to organize, initiate, and deliver services in a multi-county governmental agency. This has been demonstrated by our successfully organizing our existing Educational Service Region.

# ADMINISTRATIVE STRUCTURE FOR PROPOSED PROJECT AREA

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### Administrative Structure and Arrangements

The enclosed administrative chart describes the direct and advisory lines of communication to be maintained for project administration. The project's chief administrator will be Samuel T. White, Superintendent of the Clay-Jasper-Richland Educational Service Region. A regular monthly meeting with other Superintendents of Educational Service Regions within the project area will allow these Regional Superintendents to have communications, consultant input, and access to the Chief Administrative Agent. Staff administrators will include the Assistant Regional Superintendent of the Clay-Jasper-Richland Educational Service Region, Dale Murbarger, and a full-time project director to be selected later.

The Project Director will have full responsibility for administering the day to day activities of the project. A vocational education consultant will be available to provide important input to the project. This consultant will be Mary Beth Stine, Vocational Director at Flora High School in Flora, Illinois.

The support staff to the project will include some part-time professional and semi-professional staff, and full- and part-time secretarial help.

The local C.E.T.A. agency, Embarrass River Basin Agency, has expressed a willingness to assist the project program in any way. (Appendix 2) The Chief Administrator would like to

secure the part-time staff on job slots provided by this C.E.T.A. agency. Funds for the C.E.T.A. personnel would be counted toward in kind service.

The following criteria will be used in employing a Project Director. We are aware that the list represents an ideal situation; however, a selection committee consisting of a broad range of client group representatives will use this criteria to employ the best possible person.

Job Description for Project Director

1. To coordinate overall program of project.
2. To provide and schedule all inservice activities.
3. To assemble assorted data and material for the purpose of establishing a vocational guidance resource center.
4. To secure the involvement and participation of all client agencies.
5. To direct a program of Information Services.
6. To coordinate a program of placement and follow up.
7. To work with and assist advisory councils.
8. To assist all parties in evaluation of project programs, and make these evaluations available to all interested groups.

Qualifications of Project Director

1. Professional preparation in guidance and counseling at the Master's level.
2. Guidance and Administrative experience.
3. Background in Vocational Guidance.
4. Multi-educational agency experience.
5. Experience with placement.
6. Experience in guidance and counseling work with adults and out of school individuals.
7. Experience with industry-education coordination.
8. Experience in working with advisory councils.
9. Work experience other than education.
10. Knowledge and experience in evaluation.
11. Knowledge of geographical area to be served.
12. Ability to arrange and conduct inservice programs.
13. Possess public relations abilities.
14. Knowledge of governmental and community agencies.
15. Ability in written and verbal communications.
16. An understanding of the world of work and the changing nature of manpower, womanpower, economic outlook, labor market, and supply demand information.

Office facilities to house the proposed Career Guidance Facility will be located at 114 East Washington Avenue, Flora, Illinois 62839. This facility is being provided by Flora Community Unit District #35. (Appendix 1) This facility is located most directly in the center of the proposed project

area. This site is easily accessible, and has plenty of room for expansion; and will also limit traveling distances. There is also plenty of room for parking. Utilities will be paid by Flora Community Unit District #35. (Appendix 1) The approximate size of the room is 25 feet by 30 feet.

Mrs. Mary Beth Stine, Vocational Consultant to the project, is Vocational Education Director at Flora High School. This location will be beneficial in that the project director and Mrs. Stine will be close together. Mrs. Stine has expressed her commitment and willingness to serve and assist in this project. (Appendix 1)

Flora is also the central office for the Cumberland Trail Library System, which serves the same twelve counties of the proposed project area. This facility has access to a great many materials which can support career guidance needs. Mr. Glenn Dockins, Executive Director, has expressed a willingness to cooperate with the Project Director to coordinate project dissemination activities with theirs. (Appendix 7) We believe that the Cumberland Trail Library System can be utilized to great benefit by the Project Staff.

Throughout the project area, key advisory persons will be identified to represent the various client agencies and organizations. Each of these client groups will select one member to represent that client group on the Project's General Advisory Council. By establishing an advisory network in this manner, efficiency of communications and coordination will be

maintained. We have already secured the commitment of the following: Regional Superintendents (Appendix 8), Regional Planning and Development Commission (Appendix 33), Community College (Appendix 3), C.E.T.A. Program (Appendix 2), Correctional Facilities (Appendix 11), Cumberland Trail Library System (Appendix 7), and L.E.A.'s (Appendix 12 thru 32). Additional agencies and organizations will be asked to participate in project activities.

Regional Superintendents within the project area have indicated support for this project. (Appendix 8-10) The Project Director will work with each Regional Superintendent within the project area to establish county advisory councils. The county advisory councils will then designate members to serve on the project's General Advisory Council. The County Advisory Council will function in the role of advising in the area of program development, implementation, and evaluation over the county level. The Project's General Advisory Council will perform the same functions for the total program of the project area.



### Program Description

The aim and mission of this project will be to provide improved and high quality career guidance and counseling materials, information and services to the agencies, and institutions serving all clients within the project area. Providing service to school dropouts, physically and mentally handicapped persons, senior citizens, low income families, Community Colleges, Local Education Agencies (Public and Private), and Corrections Facilities is an objective of this program. This program will be directed to meet the needs of all age groups, youth and adult, to assist in a greater understanding of careers and career options. The program will utilize the support of the Sex Equity Office in the Illinois Office of Education to insure against sex discrimination and sex stereotyping, and to allow males and females to select careers solely on their occupational needs and interests. Also, various support services available from D.A.V.T.E., such as the East Central Curriculum Materials Center, the Experience Base Career Education, the various placement and career assistance services, will be called upon. Because of the limited resources offered by the Request for Proposal, the program must take every opportunity to utilize available resources.

One of the major concerns in preparation of this proposal is developing an organized system for implementing the activities of the Career Guidance Center (See Activity I, Objective II). A base cadre of contact persons from each of the client agencies

to be served by the Career Guidance Center will be identified. These persons then will serve as the focal point for Career Guidance Center activities in each local agency. In this way, the Project Director will be working with one or two key people in each agency rather than trying to serve the specific needs of each local instructor.

Compiling and developing career counseling materials, and making these materials available to all client agencies free of charge is of extreme importance.

The services of this project will be presented and be made available to all corrections facilities and department of corrections officers within the project area.

At the present time there is no identifiable area with any high degree of population with limited English speaking ability. This situation will be continually researched and responded to. If this area of need develops, a program to meet those needs will be developed.

The overall aim of this project will be to provide the leadership that is needed to assist each client agency in operating a program of career guidance for professional and vocational occupations. Through inservice programs, we hope to bring to each agency an awareness of the needs of employers and employees; in addition to an awareness of the variety of vocations that currently exist.

A final activity of this program will be to provide a computerized listing of job bank and placement information to each

participating agency. Hopefully this objective can be achieved and in operation during the second year of the project. This service will be coordinated with Illinois Job Services.

### Objectives and Activities

Objective I. Employ a competent Project Director and staff secretary.

#### Activities:

- A. Upon notification of project award, the project administrative office will advertise and work to secure the services of the best possible project director and staff secretary.
- B. An interim advisory council representing the broad range of client groups to be served will review applications for recommending to the administrative officer.

Objective II. Secure the involvement and participation of all clients and supporting groups necessary to function successfully.

#### Activities:

- A. Upon notification of project award and during the employment process noted above, the administrative officer will work to secure the participation of all client groups not already committed.

#### Client Groups

- 1. Local Education Agencies (Public and Private)
- 2. Department of Corrections
- 3. C.E.T.A. Agencies
- 4. Community Colleges
- 5. Adult Education

6. Special Needs Groups
7. Illinois Job Services
8. Private and Public Employers
9. Planning Commissions
10. Department of Vocational Rehabilitation
11. Department of Mental Health

B. Upon employment of Director, that person will establish contact with supporting groups in order to determine what materials and support is available.

Support Groups

1. D.A.V.T.E. Project Staff
  - a. Experienced Based Career Education Staff
  - b. Sex Equity Administration
  - c. Special Program Staff
  - d. Program Approval and Evaluation Section
2. Other Superintendents of Educational Service Regions
3. Post Secondary Schools
4. Department of Corrections

Objective III. Develop a program of information services which shall be made available to all clients.

Activities:

- A. Announce the project existence within first week of operation.
- B. Establish ongoing communications with each client through a monthly news letter. This is to be achieved within second month of the program.

- C. The project director will attend institutes and conferences in the region to assist in the development of the total program (Wabash Valley Superintendent Association, I.P.A., Regional Superintendent Association, Guidance Counselors Associations, etc.)
- D. Provide and develop a bibliography of all career guidance materials available to clients through the career guidance center.
- E. Develop a speakers bureau consisting of employers and employees -- professional and vocational.
- F. Develop and disseminate a brochure of information services and material available through the Career Guidance Center.

Objective IV: Develop a program of inservice activities to support the needs of career guidance and counseling personnel in the project area.

Activities:

- A. Develop a program of workshops and inservice involving support of D.A.V.T.E. staff, and professional consultants. These meetings will be conducted starting within three months of the project and will be available to client groups on an ongoing basis.
- B. Assess the needs of L.E.A.'s and other client agencies related to career guidance during the first year of the project. This assessment will be made through surveys (written and personal contact) and advisory committees. This is to be completed within first three months of project.

- C. Work with advisory committees to develop a program which meets the needs of each client agency.

(To be completed within first six months of project.)

- D. Secure the assistance of professional consultants in career guidance and vocational guidance from area institutions of higher learning (S.I.U., E.I.U., U. of I.)

- E. Implement the resultant developed program by advisory council. This program will be determined from the needs assessment surveys.

Objective V: Develop a comprehensive program to support the needs of client groups in offering ongoing comprehensive placement services.

Activities:

- A. Establish coordination with the Illinois Job Services by one month of project.
- B. Establish coordination with C.E.T.A. programs within the project area.
- C. Establish coordination with Regional Planning and Development Commissions to determine the future employment needs of the project area.
- D. Utilize the Special Programs Section of D.A.V.T.E., C.A.P.S. (Career Assistance Placement Services), and P.E.P.P. (Pilot Exemplary Placement Programs) to develop a comprehensive placement service plan.

- E. Begin the implementation of the placement service.
- F. Provide computerized listing of job bank and placement service by the end of first year, to be implemented during the second year of project.

Objective VI: Develop a profile of the occupation and career services (public and private) in the project area and make that information available to all residents of the project area.

Activities:

- A. Survey the area for types of occupations and training services that are available and also needed. This survey will include employer training programs, apprenticeship programs, public and private educational programs, and C.E.T.A. agencies as well as others.
- B. Publish the results of this survey and provide this information to area clients.
- C. Provide an annual update of this service.

Objective VII: Develop a program to assist the correctional facility within the project area in providing educational, vocational, and career counseling.

Activities:

- A. Survey the educational and vocational needs of clients.
- B. Coordinate a work study and rehabilitation program with D.A.V.T.E. and C.E.T.A. (Appendix 2)



Objective VIII: Develop a program to provide vocational guidance and counseling to persons of limited English speaking ability.

Activities:

- A. Survey the project area to determine the number of individuals who speak English as a second language.
- B. Determine the primary languages in the project area other than English, and provide vocational information in those primary languages.
- C. Develop a program of instruction to individuals of limited English speaking ability.

(Note: This activity is contingent upon need and may be subject to cancellation with D.A.V.T.E.'s concurrence.)

# OBJECTIVE AND ACTIVITY TIME CHART

Objective	Dec. 1977	Jan. 1978	Feb. 1978	Mar. 1978	April 1978	May 1978	June 1978	July 1978	Aug. 1978	Sept. 1978	Oct. 1978	Nov. 1978	Dec. 1978	January 1979
<u>Objective I.</u>														
Activity A.														
Activity B.														
<u>Objective II.</u>														
Activity A.														
Activity B.														
<u>Objective III.</u>														
Activity A.														
Activity B.														
Activity C.														
Activity D.														
Activity E.														
Activity F.														

THIS IS AN ON GOING ACTIVITY

# OBJECTIVE AND ACTIVITY TIME CHART

Objective	Dec. 1977	Jan. 1978	Feb. 1978	Mar. 1978	April 1978	May 1978	June 1978	July 1978	Aug. 1978	Sept. 1978	Oct. 1978	Nov. 1978	Dec. 1978	January 1978
<u>Objective IV.</u>														
Activity A.					THIS IS AN ON GOING ACTIVITY									
Activity B.														
Activity C.														
Activity D.					THIS IS AN ON GOING ACTIVITY									
Activity E.														
<u>Objective V.</u>														
Activity A.														
Activity B.														
Activity C.														
Activity D.					THIS IS AN ON GOING ACTIVITY									
Activity E.														
Activity F.														

# OBJECTIVE AND ACTIVITY TIME CHART

Objective	Dec. 1977	Jan. 1978	Feb. 1978	Mar. 1978	April 1978	May 1978	June 1978	July 1978	Aug. 1978	Sept. 1978	Oct. 1978	Nov. 1978	Dec. 1978	January 1979
Objective VI.														
Activity A.							THIS IS AN ON GOING ACTIVITY							
Activity B.														
Activity C.														
Objective VII.														
Activity A.														
Activity B.														
Objective VIII.														
Activity A.														
Activity B.														
Activity C.														

### Evaluation

Evaluation is an important concern of this project. Developing and implementing a procedure of evaluation for this project is one of our major objectives. This project will be directed to meeting and coordinating career guidance service needs to all client agencies within the project area; therefore, client agencies will be actively involved in the evaluation process.

#### Activities to be Used in Evaluation of Program

1. Prepare the criteria to be used in evaluating project programs and services by the fourth month of project.  
(Superintendents of Educational Service Regions and Advisory Committees)
2. Implement that program of evaluation.
3. Survey clients of the project area to determine if their needs are being met, or if additional services are needed.
4. Utilize advisory councils to react to the activities of the program.
5. Combine the results of the survey and reactions by the Advisory Council into the annual report to be submitted to D.A.V.T.E.
6. Cooperate with a third party evaluation and any evaluations to be conducted by D.A.V.T.E.

STATE BOARD OF EDUCATION  
ILLINOIS OFFICE OF EDUCATION

Assurances

1. The applicant has the necessary legal authority to apply for and to receive the proposed contract. (Attach a copy of the substantiating document.)
2. The activities and services for which assistance is sought under this program will be administered by or under the supervision of the applicant.
3. In planning the program proposed in the application, there has been, and in establishing and carrying out the program, there will be participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
4. No funds received under this contract shall be used to supplant funds normally budgeted for the planning of services of the same type.
5. The applicant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to the title, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance from the Department. (The assurances of compliance (HEW 441), or court order, or desegregation plan previously filed with the U.S. Office of Education in accordance with the Department of Health, Education, and Welfare Regulations applies to this application.)
6. That the applicant will comply with Section 10-21.1, 10-22.4, and 24-7 of The School Code of Illinois, and Article I, Section 18, of the Illinois Constitution of 1970 as respects non-discrimination on grounds of sex and that the applicant will further comply with the provisions of Title IX of the Education Amendments of 1972 (20 U.S.C., Section 1681 et. seq.) and the regulations promulgated there under by the Department of Health, Education, and Welfare in so far as may be applicable hereto.
7. The project will be operated in compliance with all applicable state and federal laws and with regulations and other policies and administrative issuances by the State Board of Education, Illinois Office of Education, including submission of such reports as may be required.
8. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

9. All data collection activities to be carried out within the contract must have prior approval by the Illinois Office of Education.
10. The Illinois Office of Education assumes rights to all materials and/or products developed in this project.

\_\_\_\_\_  
Signature

*Sgt ESR*  
\_\_\_\_\_  
Title

*7/23, 1977*  
\_\_\_\_\_  
Date

## BUDGET

--26--

<u>ITEM</u>	<u>GRANT FUNDS</u>	<u>LOCAL CONTRIBUTION</u>	<u>TOTAL</u>
Salaries			
A. Regional Superintendent 5% of working time	0	\$ 1,300.00	\$ 1,300.00
B. Ass't. Regional Superintendent 10% of working time	0	\$ 1,950.00	\$ 1,950.00
C. Director's Salary (10 months)	\$16,500.00	0	\$16,500.00
D. Secretary's " (10 months)	\$ 5,000.00	0	\$ 5,000.00
E. Part-time Staff's Salary	0	\$25,000.00 four Local C.E.T.A. Project for Job Slots	
F. Benefits			
1. Director's Retirement (8% percent)	\$ 1,320.00	0	\$ 1,320.00
2. Secretary's Retirement (12.5 percent)	\$ 625.00	0	\$ 625.00
3. Director's Insurance 10 months at \$25 per month	\$ 250.00	0	\$ 250.00
4. Secretary's Insurance 10 months at \$25 per month	\$ 250.00	0	\$ 250.00
Contractual Services			
A. Rent for office \$300 per month -- 10 months	0	\$ 3,000.00	\$ 3,000.00
B. Utilities \$100 per month -- 10 months	0	\$ 1,000.00	\$ 1,000.00
C. Telephone \$350 per month -- 10 months	\$ 3,500.00	0	\$ 3,500.00
D. Printing and Duplicating	\$ 3,500.00	0	\$ 3,500.00
E. Consultants \$75 per day -- 20 days	\$ 1,500.00	0	\$ 1,500.00
F. Consultants per diem \$27.75 per day -- 20 days	\$ 555.00	0	\$ 555.00
G. Equipment Rental			
1. Typewriter-\$900 over 2 yrs.	\$ 450.00	0	\$ 450.00
2. Calculator-\$300 over 2 yrs.	\$ 150.00	0	\$ 150.00
3. Office Furniture \$1500 over 2 yrs.	\$ 750.00	0	\$ 750.00
H. Computer Service	\$ 1,530.00	0	\$ 1,530.00
Materials and Supplies			
A. Stationary	\$ 400.00	0	\$ 400.00
B. Postage	\$ 2,500.00	0	\$ 2,500.00
C. Miscellaneous	\$ 437.00	0	\$ 437.00
1. Consumable - \$200.00			
2. Non-consumable - \$237.00			
Travel			
A. 30,00 miles at 13¢ per mile	\$ 3,900.00	0	\$ 3,900.00
B. Per Diem - 20 days at \$27.75	\$ 555.00	0	\$ 555.00
Indirect Cost	\$ 3,000.00	0	\$ 3,000.00
TOTAL	\$46,672.00	\$32,250.00	\$78,922.00

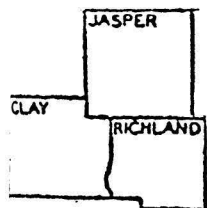


## APPENDIX

### Table of Contents

1. Flora Community Unit #35
2. Embarras River Basin Agency
3. Kaskaskia Community College
4. Wabash Area Vocational Enterprises Inc.
5. State of Illinois - Division of Vocational Rehabilitation
6. State of Illinois - Department of Children and Family Services
7. Cumberland Trail Library System -- A thru D
8. Bond-Fayette Educational Service Region
9. Effingham County Educational Service Region
10. Marion County Educational Service Region
11. School District #428 -- Vandalia Correctional Center
12. Altamont Community Unit District #10
13. Beecher City Unit #20
14. Centralia High School
15. Clay City Community Unit #10
16. Dieterich Community Unit #30
17. East Richland Community Unit #1
18. Edwards County Community Unit #1
19. Fairfield High School
20. Flora Community Unit District #35

21. Hutsonville Community Unit #1
22. Jasper Community Unit #1
23. LaGrove Community Unit Schools
24. North Clay Community Unit #25
25. North Wayne Community Unit
26. Oblong District #4
27. Odin Community High School #700
28. Patoka Community Unit School
29. Salem Community High School
30. Wabash Community Unit School District #348
31. Wayne City Unit #100
32. Webber Township High School
33. Embarras Regional Planning and Development Commission
34. South Central Illinois Regional Planning and Development Comm.
35. Effingham County Mental Health Center
36. Opportunity Center of Southeastern Illinois
37. Southeastern Illinois Mental Health Center
38. United Cerebral Palsy of Southern Illinois
39. Wayne County Association Rehabilitation Center
40. Flora Opportunity Center
41. Kaskaskia Workshop, Inc.
42. Central Comprehensive Mental Health Center



## Clay - Jasper - Richland EDUCATIONAL SERVICE REGION

SAMUEL T. WHITE  
REGIONAL SUPERINTENDENT

DALE MURBARGER  
ASSISTANT SUPERINTENDENT

### OFFICES: COURTHOUSE

LOUISVILLE, ILLINOIS 62858  
665-3373

NEWTON, ILLINOIS 62448  
783-2523

OLNEY, ILLINOIS 62450  
392-4631

The Illinois Office of Education is making available grants for the establishment of nineteen career guidance centers in Illinois. One of the proposed project areas includes the counties of Fayette, Marion, Jefferson, Effingham, Clay, Wayne, Jasper, Richland, Edwards, Crawford, Lawrence, and Wabash.

Eligible applicants for these grants are educational service regions, community colleges, and local education agencies; both public and private.

The Clay-Jasper-Richland Educational Service Region is making an application for this grant to provide the career guidance service to the project area. At this time we wish to solicit your assistance by asking you to complete the enclosed form and return it in the stamped, self-addressed envelope.

Your commitment to this project does not involve a commitment of dollars, but merely involves your willingness to work with this office in developing an expanded career guidance program.

Your assistance is greatly appreciated.

Sincerely,

Dale Murbarger  
Ass't. Superintendent

mcb

Enclosures

The \_\_\_\_\_ does hereby  
name of institution or agency  
make a statement of need and commitment of support to the  
development of a career guidance center in the Clay-Jasper-  
Richland Educational Service Region.

\_\_\_\_\_  
Name - Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Summary of Activities and Progress  
of Career Guidance Center as of June 1, 1978

Objective 1: Project director and staff secretary have been employed.

James F. Henry, Director  
Carolyn Slover, Secretary

Objective 2: Participation of all identified client groups has been secured, and a contact person has been designated.

Objective 3: The project has been officially announced and named "Southeastern Illinois Career Center."  
A monthly newsletter has been developed.  
Inservice activities began in February, 1978, and are continuing on an on-going basis.  
A brochure of information services has been developed.

Objective 4: An instrument to determine client needs has been mailed to each contact person in every client group.

All of the remaining objectives and activities are contingent upon the results of the needs assessment survey.